SunPac LEA Address Mapping

Each address created within the NC E-Procurement Service is assigned a unique name by the system. This address unique name must be mapped to the corresponding address in SunPac. In addition, the SunPac address code must be mapped back into the E-Procurement address. Both of these steps must be completed in order for eRequisitions to successfully process through both systems. This process was completed by the E-Procurement team for each address during the LEA E-Procurement implementation. This mapping process will need to be completed for all new addresses as they are added to the NC E-Procurement Service.
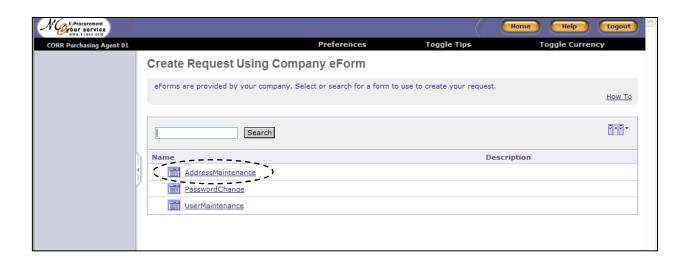
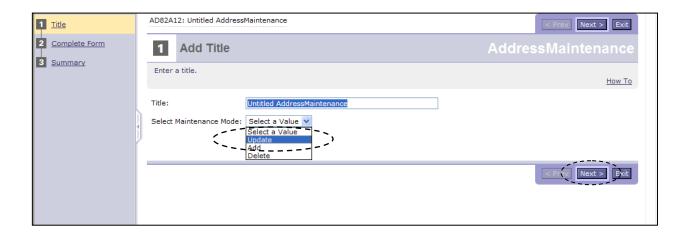## 1.0 Locating an Existing E-Procurement Address Unique Name

1.   Select the **'eForm'** link from the Shortcut Menu on the E-Procurement homepage.
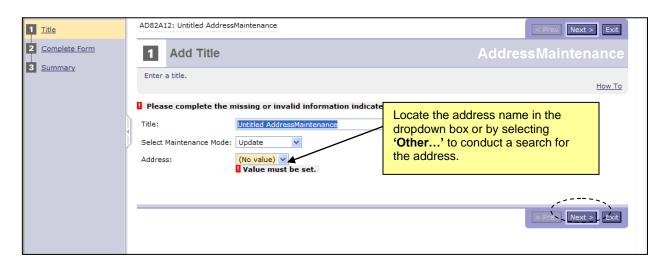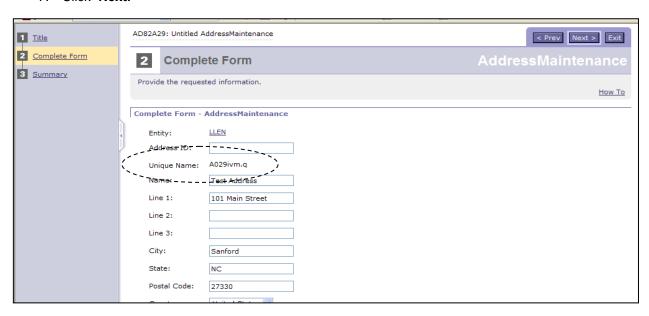
2. Select the **'AddressMaintenance'** link.

3. **Title –** It is not necessary to enter a title, as this request will not be submitted.

4. **Select Maintenance Mode –** Select the appropriate type of address maintenance to perform. To locate an address unique name, select **'Update.'**

5. Click **'Next.'**

Locate the address name in the dropdown box or by selecting **'Other…'** to conduct a search for the address.

6. Locate the address using the **'Address'** dropdown box. If the address does not appear in the dropdown box, select **'Other…'** to locate the address.
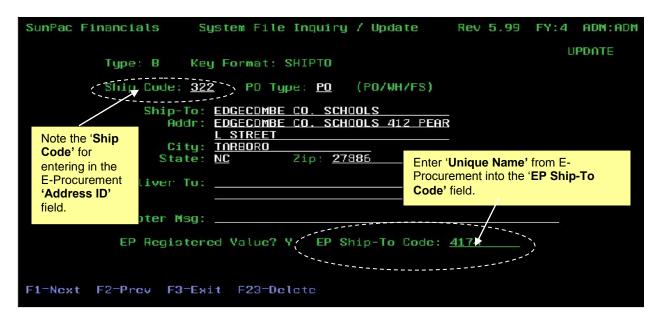
7. Click **'Next.'**

8. Make note of the **'Unique Name'** as this value will be mapped into SunPac as the EP Ship-to Code or EP Bill-to Code.
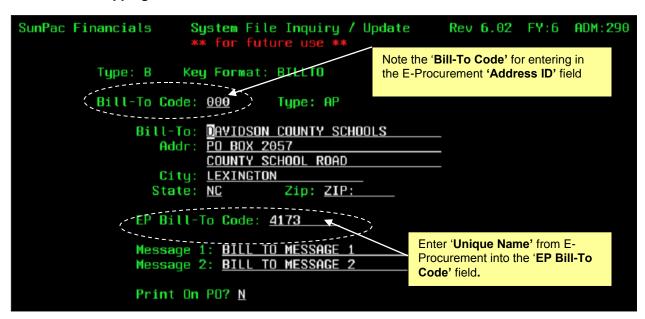
2.0 Entering Address Unique Name Values into SunPac

Once located, the NC E-Procurement address unique name should be entered on the address record in the SunPac system file. Depending on the address type, the unique name should be entered either in the **'EP Ship-To Code'** or **'EP Bill-To Code'** field. User should also make note of the SunPac Ship-To Code and/or Bill-To Code to map back into the E-Procurement **'Address ID'** field.
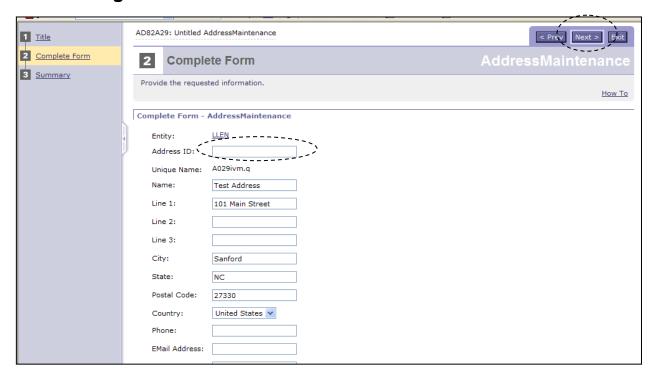
Ship-To Code Mapping:

Bill-To Code Mapping:

3.0 Entering SunPac Address Code in E-Procurement

Note: Users must be in an AddressMaintenance **update** eForm to enter the SunPac address code.

9.   Enter the SunPac address code in the **'Address ID'** field in E-Procurement.

10. Click **'Next.'**

11. Review the entered information and **'Submit'** the changes.